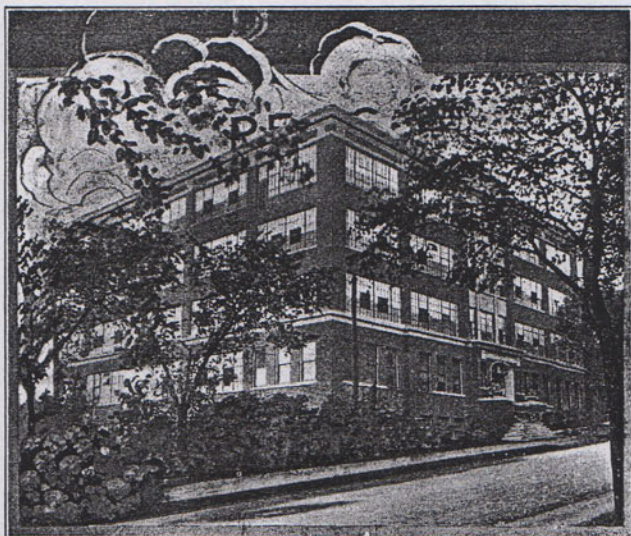


# The Parker Pen Co.

JANESVILLE, WISCONSIN



GROUND BROKEN for new building March 1919. Completed December 1920  
SIZE: Five Stories and Basement. One hundred and ten (110) feet square  
CONSTRUCTION: Steel and reinforced concrete  
BUSINESS ORGANIZED 1891  
AUTHORIZED CAPITAL STOCK increased August 1, 1920, \$1,500,000

## EXECUTIVE

GEO. S. PARKER, President and General Manager  
RUSSELL C. PARKER, Vice President and Production Manager  
WM. F. PALMER, Secretary and Treasurer  
H. L. BLACKMAN, Sales Manager  
KENNETH S. PARKER, Advertising Manager  
B. M. PALMER, Collection Manager  
HELEN MORRISSEY, Office Supervisor  
JOHN McDONOUGH, General Factory Superintendent  
ARTHUR WALSH, Foreman Factory No. 1  
DON McLAUGHLIN, Foreman Factory No. 2  
FRANK BYRNE, Foreman and in charge of Fitting and Assembling Depts.

THE PARKER PEN COMPANY, JANESVILLE, WISCONSIN

DIRECTORY

BASEMENT

Heating Plant  
Coal Bins  
Storage

FIRST FLOOR

Heavy Machinery  
Machine Shop  
Drafting and Experiment Room  
Boxing and Crating  
Garage

SECOND FLOOR

Executive Offices  
General Office  
Print Shop  
Vaults

THIRD FLOOR

Inspection  
Fitting  
Assembling  
Tagging  
Shipping  
Advertising  
Kitchen  
Dining Room  
Men's and Women's Recreation Rooms  
Hospital

FOURTH FLOOR

Manufacturing (both Men's and Women's Depts.)

FIFTH FLOOR

Storage  
Baling, etc.

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THE PARKER PEN COMPANY, JANESVILLE, WISCONSIN

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There are two entrances to the building, one on Division Street and one on Court Street, the latter being the entrance to the office. In the front entrance is a large lobby and Telephone Exchange and Information Bureau. Immediately behind this is the corridor which opens into the main office and also the various executive offices.

The hours are:

FACTORY: Begins work at 7:30 A. M. until 12:00 noon.  
1:00 P. M. until 5:00 P. M.  
OFFICE: Begins work at 8:00 A. M. until 12:00 noon.  
1:00 P. M. until 5:00 P. M.

At two minutes before starting time morning and noon a warning signal is rung on the gong. This preliminary signal is three short rings. Two long rings on the gong is the starting signal. One long ring is the quitting signal.

The beginning of the five minute recess is signified by one long ring, back to work by two long rings.

It is expected that employees will be in their places until the quitting signal is given and not go to toilet rooms five minutes or one minute or any time ahead of the signal. It is requested that everyone observe this carefully in fairness and justice to others and to the company.

Let's endeavor to get more out of life in the new building than we have heretofore and enjoy producing an article that will make the world just a little better and happier by making use of the product that is shipped broad-cast throughout the world and which is made in this building.

The basement floor contains the Automatic Machinery, Machine Shop, Drafting Room, Tempering Room, Grinding Room, Shipping and Tagging Department, Toilets, and a Garage large enough for four or five cars.

The first floor proper is an Office Floor, containing five offices for executives and the balance for the General Office and Multigraph or Printing Room, and Toilets, fitted with marble. This room has terrazo floors and scagliola columns and is said to be one of the most beautiful offices in the country.

On the second floor are the Fitting and Assembling Departments, Shipping and Tagging Departments, and it also has a commodious Kitchen, Dining-Room, and large Recreation Room for young ladies and a good sized Recreation Room for men, Advertising Room and Hospital. The floors in this room are mastic. It is the intention of the Company to conduct a Cafeteria on this floor for the serving of light lunches and eventually light meals which will be served at cost. This service will be extended only to the employees of the company.

The third floor is devoted entirely to manufacturing. This floor is divided into a Men's Factory and a Women's Factory. In the arrangement of Stock Rooms and conveniences, little, if anything, has been left undone to make it one of the best work-rooms in any factory building in the country.

## Our New Home

Seventy-five Thousand Dollars (\$75,000) extra has been put into the PARKER PEN building to make it more than merely an office and factory building.

Everything possible has been done to make it a real home-like week-day working home.

Little, if anything, has been knowingly omitted that would add to the pleasure and the comfort of the large and growing PARKER PEN family.

It is not the home of any particular individual, but it is the week-day home of every member of the PARKER PEN organization—it is OUR home.

The object sought was not merely to make it a beautiful building, but to make it so that, inside of its walls, its busy workers would find additional pleasure in doing their work by having the fittings and surroundings express the joy of living and in doing one's best to make pens just a little better than they are made else-where, to make life just a little sweeter, to have higher ideals, to make our work and our lives correspond to the architecture and beauty of the building. Courtesy and Service are parts of the Golden Rule and are corner stones in the foundation of this business.

Be proud of your home and take good care of it. Guard its reputation. See that there is no loud or boisterous conduct inside its walls. Each one is expected to do his share toward making each member feel that this is a real home. It is expected that each will do his part in keeping the building neat and clean and sanitary. Spitting on stairs or floors is unsanitary and is as much out of place as in your own private home. Care should be taken not to deface walls or furniture.

Character of the right sort grows day by day, and with it we can learn to

THINK CLEAN

COME CLEAN

BE CLEAN

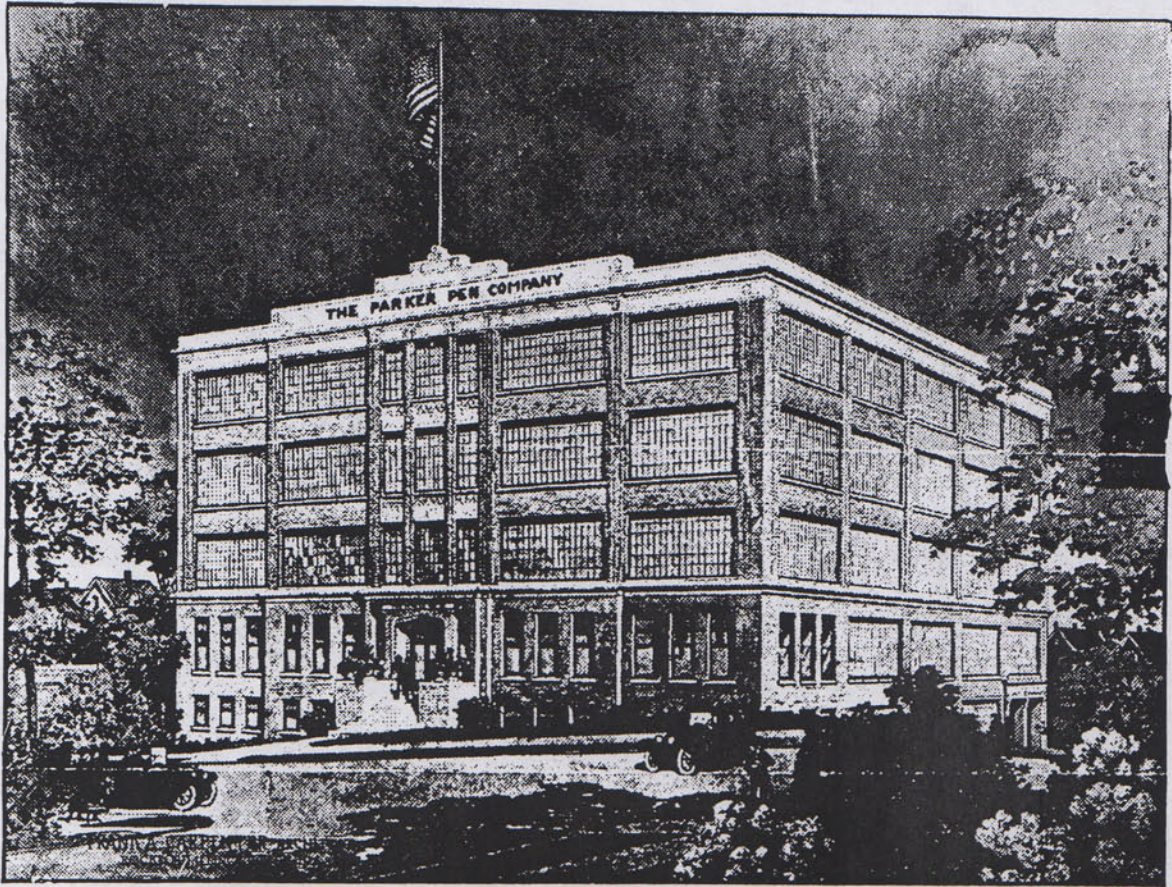
Work on this building was commenced in April, 1919 and was completed in December, 1920.

The building is one hundred and ten (110) feet square, made of steel and reinforced concrete and is as near fire-proof as it is humanly possible for a building to be. It contains four stories, or rather five stories. The basement contains Store Rooms, Boiler Rooms, the latter containing large twin boilers so that in event one boiler is out of commission, the other would "keep the home fires burning".

Toilet Rooms on all floors are furnished with marble partitions. Lavatories and toilets are of the very latest design.

The top floor is left for growth and this room, for the present, storage. It can be used for parties or large gatherings of employees.

# PARKER PEN'S NEW HOME



**C**ONSTRUCTION of a \$125,000 office and factory building for the Parker Pen company will doubtless begin within three weeks and work will be rushed so the structure may be ready for occupancy by fall. George S. Parker stated today. The plans and specifications, as drawn by Frank A. Carpenter, Rockford architect, have been approved and he is now ready to accept contractors' bids. The building will be erected at the corner of Court and South Division streets on the old Valentine property. First steps toward removing and wrecking the building situated there at present will be taken within two weeks.

Plans of Mr. Parker, as announced February 18, have been changed somewhat. The building will consist of four stories exclusive of a basement and sub-basement, instead of three stories as was at first planned. The estimated cost is \$125,000, instead of \$100,000. The boilers will be installed in the sub-basement.

On the second floor will be located rest and recreation rooms for employees. A kitchen and large dining room will be installed in connection with the rest rooms. All will be fitted up so as to have a home-like appearance.

With the larger quarters it is expected that additional equipment will be added so as to take care of the constantly growing business. Another department will probably be added to manufacture the new type of Parker Washer Clip, of which more than one-half million was sold last year. Approximately upwards of 75,000 square feet of floor space will be available for work.

The building will be the last word in factory construction. It will be fire proof, made of reinforced cement and brick veneer. The office floors will be made of terrazzo. The supporting pillars will be marble veneer which will make the office one of the most beautiful in the country.

The building will be virtually a six-story structure. The automatic department will be located in the basement with the office on the first floor, the fitting department and recreational rooms, on the second floor, and the manufacturing division on the third and fourth.

A novel feature of the plan is the fact that employees' suggestions, which were requested by Mr. Parker, have been embodied in the building. They have taken a great interest in the new building and a number of valuable suggestions were received.

From Daily Gazette.

The above is a cut showing the new home of the Parker Pen, which we intend to build this season. It will be one of the most complete up to date factory and office building in the country. It is to be a real home, and we want you to come and see us when it is completed. More than three hundred happy intelligent members of our big family will be there to welcome you and you will find a real homelike atmosphere in the institution from which Parker Pens come.

Will you not make a note of it and really pay us a visit?

A trip to the factory by either proprietor or clerk will be a most interesting and profitable one to any firm selling Parker Pens and certainly will afford us a real and lasting pleasure to meet and know you personally.

Yours sincerely,

THE PARKER PEN COMPANY,  
Per G. S. P.

Janesville, Wis.